

**Microsoft® Word 2010, Project 10**

**Project Overview**

In this project, students will create a mail merge project and review documents using the Review Ribbon.

**Project Goals**

The goal of this project is to help students learn to create a mail merge project and review documents using the Review Ribbon. Students will create and preview a merge document as well as review the document to approve changes.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

1. Understand mail merge
2. Use mail merge
3. Select a main document
4. Create a data source
5. Edit the main document
6. Preview the merged document
7. Complete the merge
8. Compare and merge document versions
9. Manage tracked changes



**Student Assignment:**

As senior class president at Green Briar High School, you are working with the senior class advisors to prepare students for graduation. The senior class advisors plan to convene a meeting of all class members and their parents to provide critical dates for senior year activities and deadlines. A draft invitational letter that you circulated among the advisors has been emailed back to you with their suggestions. Compare the two versions of the letter. After finalizing the letter you will create a mail merge to all members of the senior class.

Original: Project10\_studentdata\_1

Version 1: Project10\_studentdata\_2

1. Open the file Project10\_studentdata\_1from the student data files.
2. Combine with version Project10\_studentdata\_2
3. Review the combination and determine if changes should be accepted.
4. Spell check the entire document.
5. Save the document as Project10a\_complete in the Project 10 Word folder.
6. This is your new main document for the mail merge.
7. Start the mail merge and Create a data source using the addresses below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Address Line 1** | **City** | **State** | **Zip Code** |
| James | Lewis | 345 Ava Street | Green Briar | CT | 45689 |
| Amanda | Murray | 23 Cherokee Road | Green Briar | CT | 45689 |
| Jim | Davids | 90 State Street | Green Briar | CT | 45689 |
| Katie | Johns | 56 Flowery Branch Circle | Green Briar | CT | 45689 |

1. Insert Merge fields into the recipient address line of merge letter.
2. Save Project10b\_complete after merge fields are inserted.
3. Merge the document to create four complete letters.
4. Save the merged letters as Project10c\_complete in the Project 10 Microsoft® Word 2010 folder.